EMOS APPLICATION FORM

*Please read the* [*Guide for applicants*](https://cros.ec.europa.eu/book-page/emos-guide-applicants) *before completing the EMOS Application form. Applications must be completed in English. Supporting documents may be submitted in official languages of the applicant’s country with mandatory translation[[1]](#footnote-2) into English. If you have any questions, you can contact the EMOS Secretariat at:* *ESTAT-EMOS@ec.europa.eu*

## APPLICANT INFORMATION[[2]](#footnote-3)

|  |
| --- |
| **Applying university** |
| Name of the university (in original language) |  |
| Name of the university(in English) |  |
| Acronym if commonly used |  |
| Street address |  |
| Postal code |  |
| Town |  |
| Country |  |
| Website of the university |  |
| Additional information (if necessary) |  |
| **Contact details of the designated EMOS coordinator** |
| Name and surname |  |
| Faculty/department |  |
| Position at the university |  |
| E-mail address |  |
| Telephone number |  |
| **Information about the proposed EMOS master's programme** |
| Name of the proposed master's programme (in original language) |  |
| Name of the proposed master's programme (in English) |  |
| Name of the specialisation track (if applicable)  |  |
| Programme duration (in years) |  |
| Number of ECTS credits |  |
| How would you implement EMOS in your master's programme? | [ ]  add-on specialisation track on top of an underlying master's programme |
| [ ]  new curriculum  |
| [ ]  other, please specify: |
| Website of the existing programme curriculum (if available) |  |
| Title of degree |  |
| Additional information (if necessary) |  |

I confirm that the information given in this form is true, complete, and accurate.

**Programme Director:**

[name and surname]

[position]

Date: Signature :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## MOTIVATION

*Please describe (max 300 words):*

* Your motivation to apply for the EMOS label
* What you think your proposal can bring to the EMOS network
* How you think the EMOS network can be beneficial for your institution and your students
* Any issue you think is relevant to bring to the attention of the assessment team

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## EMOS PROGRAMME DETAILS

*Please describe (max 300 words) your proposal for the EMOS programme:*

* Objectives and structure of the EMOS programme
* If the EMOS proposal builds on an existing master's programme, please describe which parts of the existing master's programme already support the EMOS learning outcomes and which are the new elements introduced specifically to address the EMOS label requirements.

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## COMPLIANCE WITH THE EMOS ELIGIBILITY CRITERIA

## Eligibility criterion 1

Eligibility criterion 1:

* The programme can be either an accredited master’s programme or a specialisation within an accredited master’s programme/module, i.e. a specific track or a set of courses that are compulsory only for students that are willing to get an EMOS-labelled master’s degree.
* The EMOS label can be awarded, under the conditions of the “Single Market Programme”[[3]](#footnote-4), to universities in a EU Member State, in a EU candidate or potential candidate country, in an acceding country, in a country which is a member of both the European Free Trade Association and the European Economic Area, in a European Neighbourhood Policy country, or, exceptionally, in other third countries based on specific arrangements with Eurostat[[4]](#footnote-5).

## *Please provide an annex with the proof that the current program is authorized by the relevant authorities in an eligible country (Copy of the authentic curriculum document in the original language and its translation in English).*

## *Table of annexes:*

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| Title of the document | Exact name of the attachment | Comments, if any |
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*Add as many rows as needed.*

## Eligibility criterion 2

Eligibility criterion 2:

The master’s programme is in line with the Bologna process and the European Credit Transfer and Accumulation System (ECTS) [[5]](#footnote-6).

## *Please in annex provide a proof that the programme is in line with the Bologna process and the European Credit Transfer and Accumulation System (ECTS) or equivalent credit system. Note: if the received accreditation implies the compliance with the Bologna Process, please explain this in a separate letter with reference to national legislation.*

## *Table of annexes:*

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## COMPLIANCE WITH THE EMOS SELECTION CRITERIA

## Selection criterion 1

Selection criterion 1: The master’s programme is organised in line with the EMOS learning outcomes, includes a master’s thesis or a substitute and an internship in the area of official statistics or a substitute.

**Master’s thesis**: the programme includes a master’s thesis. In formally justified cases, the master’s thesis can be substituted by an equivalent scientific report on a topic related to official statistics. The development of the master’s thesis/scientific report must be supported by a national statistical institute (NSI), a central bank (CB), an other national authority (ONA), an international organisation (IO) or any other partner organisation producing, managing or analysing statistics and data (e.g., research organisations, universities, line ministries, private companies), as long as the thesis topic is relevant to official statistics and based on the EMOS learning outcomes.

**Internships:** The programme includes an internship of a minimum duration of 250 hours or at least 10 ECTS in an NSI, a statistical department of a CB, ONA, IO or other partner organisation and is steered and managed by the university as well as the respective NSI, CB, ONA, IO or any other partner organisation producing, managing or analysing statistics and data (e.g., research organisations, universities, line ministries, private companies), as long as the internship focuses on work that is relevant to official statistics.

Ideally, interns should be based on-site within the host organisation. However, this policy is flexible if an alternative arrangement is agreed between the host organisation and the university, and meets the needs of the project. In formally justified cases, the internship can be substituted by practical experience for example within a joint project or as an employee of an NCB, ONA, IO or other partner organization. The substitute has to include practical experience with an equivalent workload in terms of duration.

*Briefly explain how the internships/master’s thesis projects are organised as part of the EMOS master's programme (300 words max).*

## Selection criterion 2

Selection criterion 2: Written agreement of cooperation with the respective NSI, CB, ONA or IO

The university has set up a written agreement of cooperation with the respective NSI, CB, ONA or IO with regard to internships and other support such as cooperation in teaching and master’s thesis.

*Please provide us with names and contact details of all organisations with which you (plan to) cooperate to ensure internships and master’s thesis projects for your EMOS students, briefly describe how the cooperation is/will be implemented and list potential research topics.*

|  |  |  |
| --- | --- | --- |
| **Name of the organisation**  | **Name of the contact person, function and e-mail** | **Describe cooperation, list potential research topics** |
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |
| 4. |  |  |
| 5. |  |  |

*Add as many rows as needed.*

## *Please in annex provide a proof of established collaboration with the respective NSI or other statistical authority: Copy of the written agreement of cooperation with the respective NSI, CB, ONA or IO with regard to internships and other support such as cooperation in teaching and master’s thesis. Note: The document should be signed by the highest possible hierarchy (equivalent to Director General or Director General Statistics).*

## *Table of annexes:*

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| Title of the document | Exact name of the attachment | Comments, if any |
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## *Add as many rows as needed.*

## Selection criterion 3

Selection criterion 3: Workload: The credits allocated to the master’s programme amount to at least 90 ECTS

The total credits devoted to the EMOS master’s programme amount to at least 90 ECTS which must include:

* At least 50 ECTS allocated to the courses aimed at reaching the EMOS learning outcomes, whereby
	+ the majority of the 6 subpoints of learning outcome A) Knowledge needs to be covered
	+ and at least one subpoint of each of the three learning outcomes A) Knowledge, B) Skills and C) Competencies needs to be covered
* At least 30 ECTS allocated to a combination of master’s thesis of at least 15 ECTS and internship of at least 10 ECTS or of a minimum duration of 250 hours
* In case of awarding only a minimum number of ECTS to the master’s thesis and internship or in case the specific rules in place do not allow ECTS to be awarded, at least 50 per cent of the master's programme workload, but not less than one year of classes, is allocated to the courses aimed at reaching the EMOS learning outcomes.

**Course descriptions**

*Please briefly describe all compulsory and elective courses that will contribute to the fulfilment of* [*the EMOS Learning Outcomes*](https://cros.ec.europa.eu/book-page/emos-learning-outcomes) *(LO).*

|  |  |  |  |
| --- | --- | --- | --- |
| **Course title** | **Description of the course and expected results** | **No. of ECTS** | **Comments** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
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*Add as many rows as needed.* **Total number of ECTS:**

**Overview of proposed courses and their links to the EMOS Learning Outcomes**

*Please list the compulsory and elective courses in the respective table and mark an "x" under* [*the Learning Outcome(s)*](https://cros.ec.europa.eu/book-page/emos-learning-outcomes) *(LOs) they fulfil.*

**EMOS Compulsory courses**

|  |  |  |  |
| --- | --- | --- | --- |
| **Course title** | **A Knowledge** | **B Skills** | **C Competencies** |
|  | A1 | A2 | A3 | A4 | A5 | A6 | B1 | B2 | B3 | B4 | B5 | B6 | B7 | C1 | C2 | C3 | C4 | C5 |
| 1. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 3. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 4. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 5. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

*Add as many rows as needed.*

**Elective courses, if relevant**

|  |  |  |  |
| --- | --- | --- | --- |
| **Course title** | **A Knowledge** | **B Skills** | **C Competencies** |
|  | A1 | A2 | A3 | A4 | A5 | A6 | B1 | B2 | B3 | B4 | B5 | B6 | B7 | C1 | C2 | C3 | C4 | C5 |
| 1. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 3. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 4. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 5. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

*Add as many rows as needed.*

**Master’s thesis and internship ECTS allocation**

*Please complete the table with the number of ECTS points for the master’s thesis and internship.*

|  |  |  |
| --- | --- | --- |
|  | **No. of ECTS** | **Comments** |
| Master’s thesis |  |  |
| Internship |  |  |

*In case of awarding only a minimum number of ECTS to the master’s thesis and internship or in case the specific rules in place do not allow ECTS to be awarded, please explain how at least 50 per cent of the master's programme workload, but not less than one year of classes, is allocated to the courses aimed at reaching the EMOS learning outcomes.*

## Selection criterion 4

Selection criterion 4: Start of the programme

The master’s programme should already be operational or start no later than one year after the application is received by the EMOS Secretariat.

*Please provide the expected start date of the EMOS master's programme.*

## Selection criterion 5

Selection criterion 5: Adequate teaching capacity and qualificationsThe university holds adequate teaching capacity and qualifications for the master’s programme. The teacher's resume must demonstrate teaching experience and expertise in a field related to [the EMOS learning outcomes](https://cros.ec.europa.eu/book-page/emos-learning-outcomes). Either by working in an NSI/ONA/CB/IO in a specific area or through research in that area.

**Teaching capacity**

*Please provide the list of the professors and fill in the required fields in the table, as suggested by the example and guided by the explanatory notes below.*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name** | **Position** | **Full-time/Part-time** | **EMOS courses taught** | **Highest degree** | **Experience and expertise related to the EMOS learning outcomes** |
| *The name of the lecturer* | *Role in the organisation in your original language and the English equivalent* | *E.g. full-time or part-time employment at university, guest lecturer, NSI employee, etc.* | *Indicate the title of the EMOS course(s) taught* | *Indicate the highest academic degree acquired* | *Demonstrate teaching experience and expertise in a field related to the EMOS learning outcomes. Either by working in an NSI/ONA/CB/IO in a specific area or through research in that area.* |
| *[Examples]**John Smith**Mary Jones* | *[Examples]**Associate prof.**Guest lecturer* | *[Examples]**Full-time at university**NSI employee* | *[Examples]**Advanced Survey Methods**Official Statistics* | *[Examples]**PhD**MSc* | *[Examples]**Cooperation in several NSI projects**Head of standards section in the NSI for five years* |
| 1. |  |  |  |  |  |
| 2. |  |  |  |  |  |
| 3. |  |  |  |  |  |

*Add as many rows as needed.*

**CVs of course leaders**

*Please provide in annex CVs of course leaders. Note: include CVs not older than one year of each responsible course leader, explaining their experience relevant to official statistics. CVs of the proposed lecturers may be requested at a later stage on a case-by-case basis, if necessary. The course leaders’/lecturers’ resumes must demonstrate teaching experience and expertise in a field related to the EMOS learning outcomes. Either by working in an NSI/ONA/CB/IO in a specific area or through research in that area.*

## *Table of annexes:*

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| Title of the document | Exact name of the attachment | Comments, if any |
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*Add as many rows as needed.*

## ADDITIONAL ASSETS

Though not taken into account in the selection criteria, an effective quality assurance system and cooperation with higher education institutions at an international level or participation in European networks are considered as additional assets. The information will give an insight into ongoing projects and the quality assessment mechanism that has been put in place. This information will also feed into further development work of the EMOS network.

## Quality assurance

*Please describe how the quality of your master's programme is assured (max. 300 words).*

*Please provide in annex document certifying that the master’s programme is regularly monitored by an effective quality assurance system.*

## *Table of annexes:*

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| Name of the document | Name of the attachment | Comments, if any |
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*Add as many rows as needed.*

## Inter-institutional cooperation

## *If your programme has engaged in academic or vocational-oriented cooperation with institutions at the European or international level or through the creation of national networks, including an exchange of academic staff and students (at faculty/department level, but with identifiable goals for your programme or on its behalf), please describe briefly the cooperation strategy, its objectives and achievements. Please describe whether the agreement is signed specifically for the EMOS labelled programme or whether there is a wider organisation-based cooperation agreement (max. 300 words).*

*Please provide in annex document certifying that the master’s programme has established cooperation with higher education institutions at the European level or participates in international networks.*

## *Table of annexes:*

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| Name of the document | Name of the attachment | Comments, if any |
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*Add as many rows as needed.*

1. Official translation is not mandatory, for longer documents a summary in English is acceptable. The Board reserves the right to ask for more detailed translation and complementary information. [↑](#footnote-ref-2)
2. Your personal data will be managed in accordance with Regulation (EU) 2018/1725 of the European Parliament and of the Council on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data and in line with data protection standards according to the EU General Data Protection Regulation (Regulation (EU) 2016/679, 'GDPR'). The provision of an e-mail address in this form is considered as an explicit agreement for receiving messages relevant to the European Master in Official Statistics (EMOS). You can withdraw this agreement anytime by sending a message to the following mailbox: estat-emos@ec.europa.eu. [↑](#footnote-ref-3)
3. Regulation (EU) 2021/690 of the European Parliament and of the Council of 28 April 2021 establishing a programme for the internal market, competitiveness of enterprises, including small and medium-sized enterprises, the area of plants, animals, food and feed, and European statistics. [↑](#footnote-ref-4)
4. In this case, the university located in a third country agrees to not be part of any decision-making entity in the EMOS programme and bears the costs corresponding to their participation in the EMOS programme. [↑](#footnote-ref-5)
5. If this is not the case, the university must demonstrate that the programme’s academic credit system corresponds to the ECTS. [↑](#footnote-ref-6)